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***Personnel***



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## **Vandenberg AFB Civilian Employee Information**

**MANDATORY PERMANENT POSTING**  
**DO NOT REMOVE FROM BULLETIN BOARD**

**GENERAL EMPLOYEE-MANAGEMENT POLICY**

It is Air Force policy to develop and maintain the most satisfactory and productive relationships possible between management and employees. It is a management responsibility to inform employees of the conditions of their employment, including their rights, privileges, obligations, duties, and responsibilities. Supervisors should recognize that attitudes and actions of employees are directly affected by the treatment they receive from supervisors and the satisfaction they experience performing their duties.

**CODE OF ETHICS FOR GOVERNMENT SERVICE**

As outlined in DoD Regulation 5500.7-R, *Joint Ethics Regulation*, any person in government service should:

Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department;

Uphold the Constitution, laws, and legal regulations of the United States and all governments therein and never be a party to their evasion;

Give a full day's labor for a full day's pay; giving to the performance of your duties your earnest effort and best thought;

Seek to find and employ more efficient and economical ways of getting tasks accomplished;

Never discriminate unfairly by giving special favors or privileges to anyone, whether for remuneration or not; and never accept, for yourself or your family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of your government duties;

Make no private promises of any kind binding upon the duties of office, since a government employee has no private word which can be binding on public duty;

Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of your governmental duties;

Never use any information coming to you confidentially in the performance of governmental duties as a means for making private profit;

Expose corruption wherever discovered;

Uphold these principles, ever conscious that public office is a public trust.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM  
(EEO/AAP)**

The Air Force Director of Equal Employment Opportunity      SAF/MIE  
The Pentagon, Room 4D906  
Washington, DC 20330

Vandenberg's EEO/AAP Officials      30 SW/CC  
Wing Commander      Bldg 10577, 6-4976

Activity EEO Officer      30 MSS/DPC  
Bldg 11777, 6-5846

Chief, Personnel Management      30 MSS/DPC  
Bldg 11777, 6-3641

**SPECIAL EMPHASIS PROGRAMS**

Federal Women's Program Manager      30 CES/CEVC, 6-2359

Black Employment Program Manager      30 SW/SEGP, 5-7167

Hispanic Employment Program Manager      30 MSS/DPCO-1, 6-3641

Disabled Employment Program Manager      30 MSS/DPCO-2, 6-4792

**EQUAL EMPLOYMENT OPPORTUNITY COUNSELOR**

Chief EEO Counselor      30 SW/CCD, 6-8780

**EEO COMPLAINT PROCEDURES**

**Precomplaint Counseling:** Employees or applicants for employment who allege discrimination based upon race, color, religion, national origin, sex, mental or physical disabilities, or reprisal for participation in an EEO Complaint (Complainant, Witness, Management Official) and/or objecting to a prohibited personnel practice, have the right to file an informal complaint of discrimination with an EEO Counselor. The informal or precomplaint, is the initial step in the EEO Complaint process. When a complaint is filed, an EEO Counselor attempts to resolve the matter at the lowest possible level. Government employees

who allege discrimination because of age must be at least 40 years of age but less than 70 years of age. Applicants who allege discrimination because of age must be at least 40 years of age but less than 65 years of age. An allegation of discrimination on the basis of age may be either submitted to any EEO Counselor for resolution or filed with a US District Court, but not both. Allegations of age discrimination submitted directly to the US District Court must be filed within 180 calendar days of the alleged discriminatory incident or effective date of the personnel action. Compensatory damages and attorney's fees are not authorized when filing a complaint based on age. There is no specific time limit for contacting an EEO Counselor to file an informal complaint of discrimination. However, to protect the right to file a formal complaint should the matter not be resolved, under most circumstances, the complainant is obligated to contact an EEO Counselor within 45 calendar days of the alleged discriminatory incident, or, if a personnel action (suspension, RIF, discharge, LOR, etc.), within 45 calendar days of the effective date of the action.

**Complainant's Rights.** Employees alleging discrimination have the following rights:

- Right to representation of their choice during any stage of the complaint process;
- Right to remain anonymous during the precomplaint counseling process;
- Right to file a formal complaint if not satisfied with the results of the precomplaint;
- Right to compensatory damages (if substantiated) should discrimination be found;
- Entitled to a fair, impartial, and objective inquiry into their allegations;
- Right to file a grievance if covered under the collective bargaining unit, or an administrative grievance if not a bargaining unit member;
- Right to request a hearing by the Equal Employment Opportunity Commission (EEOC) if dissatisfied with the results of an investigation at the formal level;
- Right to file a class complaint;
- Right to file either a mixed case complaint or a mixed case appeal, but not both (Mixed Case is when issues raised in an EEO Complaint can also be appealed to the Merit Systems Protection Board).

**Applicants filing an EEO complaint have the following rights:**

- Right to representation of their choice during any stage of the complaint process;
- Right to remain anonymous during the precomplaint counseling process;
- Right to file a formal complaint if not satisfied with the results of the precomplaint;
- Right to compensatory damages (if substantiated) should discrimination be found;
- Entitled to a fair, impartial, and objective inquiry into their allegations;
- Right to request a hearing by the Equal Employment Opportunity Commission.

**Complainant's Responsibilities:** Employee's and applicants filing an EEO complaint of discrimination, have the following obligations:

- Notify the agency of a designated representative, by name, with their mailing address and duty phone in writing;

Keep the agency informed of any change of status of employment (i.e., home address, home or duty telephone number or duty station) in writing;

Clearly define the allegations and basis upon which the discrimination complaint rests;

Comply with all time requirements – should a complainant be unable to comply due to circumstances beyond her/his control, clearly explain the reason(s) why in writing and be able to show proof of the explanation;

If a complainant appeals a decision on the issues raised, s/he must provide a copy of the appeal to the agency's EEO Office;

Be willing to mitigate damages;

Comply with all agency requests for information, documents, etc., and cooperate with the EEO Office in processing the complaint.

While simplified, a complainant's rights and responsibilities are essentially explained in the paragraph above. However, if you have a question or concern regarding your EEO Rights and Responsibilities, please contact the EEO Office at extension 6-8780 for clarification.

## **SUBSTANCE ABUSE PREVENTION AND CONTROL PROGRAM**

The Air Force provides a program of a onetime assessment and referral for civilian employees with substance abuse problems. Certain retired military members and eligible dependents of active duty military members may be eligible to receive treatment for substance abuse problems through the Mental Health Clinic. Treatment, information, assessment, and referrals are handled by Substance Abuse Services which is part of the Mental Health Clinic. If you think you have a problem or would like more information, you are encouraged to contact the Civilian Personnel Substance Abuse Coordinator, or a Mental Health Substance Abuse Counselor.

Absences from duty to participate in a counseling program may be charged to sick or annual leave, leave without pay, or any combination thereof. Under most circumstances, participation in the program does not adversely affect your chances for promotion, training, or other benefits. (Exceptions relate to national security and use of firearms).

For more information or assistance concerning this program contact:

Mental Health Substance Abuse Office, 6-8217;

Civilian Program Coordinator, Work Force Effectiveness Section, 6-5847.

## **MERIT PROMOTION PROGRAM**

The Base Merit Promotion Plan (MPP) is contained in AFMAN 36-203/30 SWI, *Staffing Civilian Positions*, (formerly AFR 40-355/VAFB Sup 1). In addition to this manual, there are specific articles in negotiated agreements with Local 1001, National Federation of Federal Employees (NFFE), and Local F-116, International Association of Firefighters (IAFF) that explain the local promotion system and conform to Air Force and Office of Personnel Management guidelines. You should review this directive and refer any questions you might have to your immediate supervisor, or a personnel management specialist in the Civilian Personnel Flight. You, as an employee, must make sure your employment record accurately portrays all your work experience, education, training, and self-development. Qualifications may be updated

by submitting a signed statement. Finally, you'll want to review your Promotion and Experience Career Brief to be sure it contains an accurate description of your work history, training, education, and self-development.

## DEVELOPMENTAL OPPORTUNITY PROGRAM

This program is a systematic effort to provide opportunities for lower grade employees (General Schedule-8 and below and Wage Grade 7 and below) who occupy dead-end positions. Listed below is a brief description of initiatives employed to achieve this end.

**Position Restructuring:** Management restructures vacant positions to lower grades, in order to achieve average grade and salary control while enlarging source levels to meet staffing needs. Position restructuring also offers an initiative for upward mobility efforts by providing opportunities for employees to compete under merit promotion procedures for positions at lower grades when they don't meet the qualification standards for the higher target grade.

**Developmental Activities:** Gives employees opportunities for developmental training and education, such as high school and college preparation (GED and CLEP), skills training, college courses, and other activities such as reading comprehension and mathematical theory, necessary to fulfill future staffing needs and gives employees an opportunity to enhance their skills and their abilities to be more competitive.

**Developmental Details:** Gives employees opportunities for on-the-job work experience to enhance qualifications as well as giving management officials a means to accomplish special projects and fill positions temporarily vacant due to extended absences or delayed assignment of permanent employees. Selection of an employee for developmental detail must be made using competitive procedures.

## POLITICAL ACTIVITY

Employees of the Federal Government occupy positions of public trust and should be responsive to community interest. Registering and voting is a privilege that should be exercised by all citizens. The Hatch Act guarantees federal employees the right to do so free from any interference, persuasion, or official domination. Employees should be informed of permissible political activities as well as those restricted by the Act.

### **Permitted Activities. Employees may...**

contribute money to political organizations;

attend political fundraising functions;

solicit, accept, and receive political contributions for the multicandidate committee of a Federal labor or employee organization from an employee who is not a subordinate and who belongs to the same Federal labor or employee organization;

solicit, accept, and receive uncompensated volunteer services from any individual who is not a subordinate employee;

anonymously stuff envelopes with campaign literature, which includes an appeal for political contributions;

participate in phone bank solicitations for individual uncompensated volunteer services;

give a speech at a fund-raiser, as long as the speech does not include an appeal for political contributions; be identified as a guest speaker on an invitation to a fund-raiser as long as the reference in no way suggests that the employee is soliciting or encouraging contributions;

serve as treasurer of a campaign or political organization if the duties are limited to preparing financial disclosure forms, giving advice, etc.;

serve as an officer or chairperson of a political fundraising organization or committee, as long as you do not personally solicit, accept, or receive political contributions;

help organize a fund-raiser as long as you do not personally solicit, accept, or receive political contributions;

solicit, accept, and receive political contributions for your own campaign for public office in a local non-partisan election;

solicit, accept, and receive political contributions on behalf of a candidate for public office in a local non-partisan election;

accept and receive political contributions on behalf of candidates for election to local public office in specific communities designated by the Office of Personnel Management;

solicit, accept, and receive political contributions on behalf of a nonpartisan group.

**Prohibited Activities. Employees may not...**

solicit, accept, or receive political contributions from the general public, except under specifically defined circumstances;

coerce another employee to make a political contribution;

become personally identified with fundraising activities;

solicit personal services, paid or unpaid, from a business or corporation;

sign campaign letters which include a solicitation for political contributions;

participate, even anonymously, in phone bank solicitations for political contributions;

solicit political contributions in speeches given at fund-raisers;

otherwise allow the use of your name on an invitation to a fund-raiser, as a sponsor of a fund-raiser, or as a point of contact for the fund-raiser;

serve as treasurer if the duties include solicitation, acceptance or receipt of political contributions.

**STANDARDS OF CONDUCT RELATING TO CONFLICT OF INTEREST**

This section presents in summarized form, some of the more important standards, restrictions, and prohibitions relating to conflict of interest set out in the DoD Regulation 5500.7-R, Joint Ethics Regulation. The provisions of this pamphlet are general in nature and do not include many exceptions, nor are all matters covered. The purpose of this pamphlet is to alert you to potential problem areas. In specific situations, or for more information, consult your supervisor who, if necessary, will check with the Civilian Personnel Flight and the Legal Office.

**General Policy:** Air Force civilians on or off duty are expected to conduct themselves in a lawful manner; to observe the spirit as well as the letter of laws and regulations governing conduct; and to refrain from private activities which would place them in a position where there is a conflict or an appearance of a conflict between the public interest of the United States and their private interests. Air Force civilians must avoid any action which might result in or create the appearance of:

Using public office for private gain;

Giving preferential treatment to any person;

Impeding government efficiency or economy;

Losing complete independence or impartiality;

Making a government decision outside official channels;

Affecting adversely the confidence of the public in the integrity of the government.

**Use of Federal Personnel and Property:** Federal personnel may be assigned only to officially authorized duties. Federal property may be used only for authorized activities.

**Use of Inside Information:** Official information not made available to the general public must not be used or disclosed to further any private gain or any private interest.

**Private Employment:** DoD employees shall:

Ensure that the prospect of employment does not affect the performance or non-performance of their official duties;

Ensure that they do not communicate inside information to a prospective employer;

Avoid any activity that would affect the public's confidence in the integrity of the Federal Government, even if it is not an actual violation of the law.

## LEAVE ADMINISTRATION POLICY

AFR 40-630, Absence and Leave, and the appropriate union agreements cover the local policy concerning leave administration. Supervisors make sure that all employees under their supervision know the procedures they must follow to request and use leave, and that all absences from duty are charged to the appropriate leave category. Employees must submit annual leave schedules, in writing, to their supervisors by 15 February each year. Employees are also responsible for assuring that annual leave is requested and approved by their supervisor in advance of their departure, unless there is an emergency. Supervisors must establish leave schedules, in writing, each year and ensure that all employees are given an opportunity for a reasonable vacation consistent with mission requirements. Supervisors must also ensure that employees are provided an opportunity to use any leave they would otherwise forfeit at the end of the leave year. Additional policies are contained in the negotiated Memorandums of Agreement with Local 1001, National Federation of Federal Employees and Local F-116, International Association of Firefighters.

## PROCEDURES AFFECTING PREGNANT AIR FORCE CIVILIAN EMPLOYEES

AFI 44-102, *Community Health Management*, protects pregnant Air Force civilian employees from possible exposure to occupational hazards or toxic substances which could possibly harm an unborn fetus.



Employees must provide supervisors with a confirmation of pregnancy as well as any recommendations from a private physician involving possible duty restrictions. The supervisor must provide a statement of work environment, including specific duties and physical requirements of the position, to the Public Health (PH) Section of the base hospital as soon as possible, but no later than two weeks after the employee provides confirmation of pregnancy. PH will consult with the Bioenvironmental Engineering Section, who will provide information on any hazards to the developing fetus that may be in the employee's work place. PH will review supervisory and Bioenvironmental Engineering Section statements, interview the employee, and provide both the employee and supervisor a written description of any potential health hazards in the employee's work environment. Should temporary relocation or absence of the employee be required, it will be accomplished by the supervisor and the Civilian Personnel Flight according to personnel regulations.

## **PUBLIC TRUST**

**Gratuities and Gifts:** Gifts, gratuities, discounts, favors, entertainment, loans, or other things of monetary value may not be accepted from anybody who seeks official action from the agency, does or seeks to do business with the agency, conducts activities regulated by the agency, or has interests that can be affected by the employee's performance or nonperformance of official duties.

**Criminal Offenses:** The following conduct would result in fines, imprisonment, and debarment from future federal service: bribery, unlawful gain, asking for, accepting, or agreeing to accept anything of value in return for performing or refraining from performing official actions.

## **PAYROLL ALLOTMENTS FOR THE PURPOSE OF PAYING DUES TO UNIONS**

Vandenberg Air Force Base has agreements with the National Federation of Federal Employees, Local 1001, and the International Association of Fire Fighters, Local F-116, which permit eligible appropriated fund bargaining unit employees to voluntarily elect to remit union dues to their respective local, via payroll deduction.

Current provisions permit an eligible employee to voluntarily accomplish and submit at any time a Standard Form (SF) 1187, Request for Payroll Deductions for Labor Organization Dues, which can be obtained from the local. The local certifies that the employee is a member in good standing and forwards the SF 1187 to the servicing payroll office. The allotments are effective at the beginning of the first pay period after date of receipt of a properly executed and certified SF 1187 in the payroll office. The allotment must remain in effect for one year from its effective date.

An employee's allotment for union dues is automatically terminated at the beginning of the first pay period following either of the following actions:

When the employee leaves the bargaining unit as a result of any type of separation, transfer out of the bargaining unit (except on detail), or otherwise becomes ineligible for membership in the union;

Upon loss of exclusive recognition by the union;

When receipt of notice from the union that the employee is no longer a member in good standing;

When the agreement is suspended or terminated by appropriate authority outside the Department of Defense.

An employee may submit a request to revoke dues withholding at any time by submission of a properly completed SF 1188, **Cancellation of Payroll Deductions for Labor Organization Dues**, or by submission of a written request to the servicing payroll office. The effective date of revocation of a dues withholding allotment will be as cited in the union agreement.

Members of a union local who are not members of the bargaining unit which the local represents are not entitled to a payroll allotment for the purpose of paying union dues.

Questions regarding these procedures may be addressed to the union which represents the bargaining unit within which you are employed, or the Base Labor Relations Officer, in the Civilian Personnel Office.

## **RIGHTS OF REPRESENTATION**

Pursuant to Section 7114(a)(2)(B) of Title 5, United States Code, as added by the Civil Service Reform Act (P. L. 95-454), the exclusive union must be given the opportunity to be represented at any examination of an employee in the bargaining unit by a management representative in connection with an investigation if:

The employee reasonably believes that the examination may result in disciplinary action; and

The employee requests representation.

## **POSITION CLASSIFICATION APPEALS**

You may appeal the classification of your position if you feel that the position has not been classified in accordance with or is not consistent with official classification standards, precedents, and supplemental guidelines. You may appeal the pay plan, grade, title, or series of the assigned position, but may not appeal the classification standards or the assignment of duties. Any disagreement or question relating to duty assignments or position description content should be resolved before filing a classification appeal. Operating officials and supervisors have a requirement to advise employees of their appeal rights but are not permitted to file an appeal for them.

A wage grade employee must direct an official appeal to the Department of Defense (DoD) Civilian Personnel Management Service (CPMS), whereas a general schedule employee may appeal either to DoD CPMS or directly to the Office of Personnel Management (OPM). If a general schedule employee elects to appeal directly to the OPM, such a decision is binding and is not subject to further appeal. However, if the employee first appeals to DoD CPMS, the resulting decision may be appealed to the OPM.

Employees are encouraged to discuss the classification of their positions with their supervisors before submitting an appeal. Many times questions can be answered or a misunderstanding may be clarified at that level. For additional information or technical assistance in filing an appeal, contact the Staffing and Classification Section in the Civilian Personnel Office.

## **DISCIPLINE AND ADVERSE ACTIONS**

Air Force policy and procedures for keeping a constructive disciplinary working environment and taking necessary actions are outlined in AFI 36-704, *Discipline and Adverse Actions*. The procedures set forth within the referenced instruction apply to both adverse and disciplinary actions.

**Adverse Actions:** A personnel action which involuntarily reduces an employee's pay or grade; which involuntarily places an employee in a nonpay status; or which separates that employee from the Federal Service.

**Disciplinary Action:** An action taken by management to correct an employee's deficiencies in performance or conduct.

**Nondisciplinary Adverse Actions:** An adverse action that is taken for reasons which are not disciplinary in nature.

Constructive discipline is preventive in nature. Its objective is development, correction, and rehabilitation. Constructive discipline is the responsibility of all parties. Management attains a constructive environment through good supervision, patience, understanding, encouragement, consistent practice, recognition of the rights and dignity of the employees, fair treatment, and acceptance of responsibility. Employees aid in the development and maintenance of constructive discipline by observance of established rules, exhibiting self-discipline and by cooperating with management efforts. Disciplinary action is accomplished in a manner that best contributes to the objective stated above. The minimum penalty capable of producing the desired correction is used.

Nondisciplinary adverse actions are processed to assure that their nondisciplinary character is obvious and that the impact on employees is minimized to the extent possible. Constructive efforts continue while the action is in process to identify alternatives which may reduce financial loss and disruptions in careers.

## GRIEVANCE/APPEALS

**Grievance:** A grievance is a request by an employee or by a group of employees acting as individuals for personal relief in a matter of concern or dissatisfaction which is subject to the control of Air Force management.

**References and Procedures:** Civil Service employees at Vandenberg Air Force Base who are included in a union that has been accorded exclusive recognition, must follow the negotiated grievance procedure outlined in the union contract when filing grievances. Those employees who are not covered by a union contract must follow the procedures outlined in AFI 36-1203/30 SWI, Administrative Grievance System, when initiating a grievance.

**Representation:** Under either procedure outlined above, employees are entitled to representation when initiating a grievance. The selection of a representative is subject to the restrictions identified in AFI 36-704, the appropriate union agreements, and the Administrative Grievance System.

**Appeals:** An appeal is a written request, by you, for review of a decision to take adverse action against you.

**References and Procedures:** Employees may appeal some matters under a statutory appeal procedure (i.e., Merit Systems Protection Board (MSPB), Equal Employment Opportunity (EEO), etc.). Employees will be notified of their right to appeal an issue, and procedures for doing so, when applicable.

## DOCUMENTING EDUCATION AND TRAINING

In order to be given appropriate credit for education and training, it must be supported by valid documentation properly filed in the official personnel folder (OPF). This is done with college transcripts and

signed statements. Employees are responsible for accurate reporting. The following information is required for training updates:

Optional Form 612, **Optional Application for Federal Employment**, completed with the following:

Course title and number

Number of class hours

Date started

Date completed

Certificate of completion for training

Vendor/Source of course

For education updates, submit a completed Optional Form 612. Attach a copy of a college transcript showing class, title, dates and semester hour credit.

Be certain to provide a duty phone number with the submitted information. Deliver to the Civilian Personnel Flight, Bldg 11777, 1031 California Blvd., Suite. B-102, Vandenberg AFB CA 93437-6252.

**Education Area:** The education area in the computer is limited to four entries or lines with the highest education level shown on the first line, such as bachelor's degree, or master's degree. The three additional lines may reflect college majors and minors different from the degree field. Vocational and technical programs may also be shown in this area. A program is a sequence of required courses sometimes called the curriculum. For college students, an official college transcript will enable verification of educational achievements. Retain a photocopy of the transcript and send the original with a signed statement to the Civilian Personnel Flight. For students who are actively pursuing a degree, a transcript should be requested for each 30 credits earned. A copy of "grade slips" attached to the signed statement may also be submitted after completion of each semester. Make sure all information on the transcript is complete and accurate, including semesters attended, grades, grade point averages, and course titles and numbers.

**Training Area:** All training completed should be documented in the OPF. In the computer, only the 20 most recent or job-related courses completed, in excess of eight hours, are shown. For recurring training such as drug and alcohol training, only the most recent completion date will be shown. Job related training processed through the Civilian Personnel Flight is automatically updated in the OPF and the computer. Job related training taken through an organization or company, and not processed through the Civilian Personnel Flight, should be documented after completion, by following the instructions above.

The official personnel folder should be kept up to date in order for it to serve employees' best interests in consideration for future job opportunities.

MICHAEL D. BRICE, Maj, USAF  
Commander